



UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY

## Career Opportunity



<b>Title:</b>	<b>Location:</b>	<b>Date Posted:</b>
<b>Webmaster/Systems Support Specialist</b>	<b>Clerk's Office, Trenton, NJ</b>	<b>08/21/2006</b>
<b>Brief Description:</b>	<b>Closing Date:</b>	
<b>Under the general direction and supervision of the Director of MIS and/or the Systems Manager, the incumbent is responsible for recommending, developing and maintaining applications for Intranet and Internet services for the Court.</b>	<b>09/08/2006</b>	

**STARTING SALARY RANGE:** \$41,338- \$88,529 (CL 26/1 - CL 28/61)\*

**\*Position may be filled at either a CL-26; CL-27 or CL-28. If filled at a CL-26 or CL-27, may be promoted to the next Classification Level without further competition.**

**JOB ANNOUNCEMENT NUMBER:** 2006-16

**POSITION OVERVIEW:**

- Web redesign and maintains the District Court's internet and intranet websites as necessary, to meet the needs of the court and the public.
- Insures the court-wide web site and intranet interfaces with existing and proposed databases throughout the court.
- Makes recommendations, develops and organizes the content, navigation, and appearance of the sites; emphasizing accuracy, consistency, aesthetics, and timeliness.
- Acts as the point person for all internal and external communications, pertaining to the web sites including providing technical support, monitoring operations on Linux OS, and troubleshooting.
- Designs memorandum and form depot that is searchable; implement site search engine.
- Convert all WP forms to PDF fillable forms.
- Maintain and keep current all forms.
- Start-up and maintain Media Server.

- Evaluates hardware, software, and network architecture to determine and recommend enhancements needed to support a web site.
- Efficient in utilizing Dream Weaver, HTML, JavaScript, CGI and Java programming languages, (VBScript, Perl, and C would be a plus), the incumbent designs, maintains, and programs the District Court web site including the home page, and tree structure to multiple internal web sites and/or web pages.
- Conducts comprehensive data security assessments and provides for internet/intranet security through firewall(s), software features, and procedural protocols. Experience with Linux navigation and security features. (Experience in Microsoft IIS would be a plus)
- Utilizes graphic software, multi-media and other tools, redesigns information into a more cognitive form for web dissemination.
- Maintains currency with federal court guidelines for Internet sites, along with other relevant federal guidelines and requirements.
- Serves as a back-up to Network Administrator on basic systems helpdesk and maintenance.
- Performs other duties as assigned.

Notes: At least two-years work experience in web design is preferred.

Degree/Certifications - A two-year Associates Degree in web design and/or Web Certification Program is recommended.

During the interview process, candidate(s) will be asked to provide an example of a prior website design that he/she has developed.

**Incumbent may be required to work beyond normal work hours as necessary. Travel to other offices may be necessary. Physical effort may be involved in moving, connecting or troubleshooting equipment.**

### **QUALIFICATION REQUIREMENTS:**

Thorough knowledge of the functions, processes and methods of maintaining and updating web sites to include security features such as firewalls. Thorough working knowledge of the theories, principles, practices, and techniques in a Systems environment which demonstrates good understanding in each of the following areas: (1) ability to identify and define court-wide web site and intranet, including interfaces with existing and proposed databases throughout the court. analyze problems and design solutions; (2) proficiency communicating effectively, both orally and in writing; (3) ability to independently develop knowledge of new systems; (4) ability to adapt to a constantly changing environment; and (5) ability to work well with a variety of people. Solid technical expertise in Windows, Unix and Novell platforms.

Two years of specialized experience, including at least one year equivalent to work at the CL-25 to qualify for the CL-26; or at least three years of specialized experience, including at least one year equivalent to work at the CL-26 to qualify for the CL-27; or at least three years specialized experience, including at least one year equivalent to work at the CL-27 to qualify for the CL-28.

Education above a high school level at an accredited institution may be substituted for general experience on the basis of one academic year equaling nine months of experience.

**Degree/Certifications - A two-year Associates Degree in Web Design and/or Web Certification Program is necessary.**

**ORGANIZATIONAL RELATIONSHIPS:**

A Webmaster reports directly to the Director of MIS and the Systems Manager and/or their designee.

**BENEFITS:**

Employees of the United States District Court are *not* included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees. These benefits include:

- ! 13 days paid vacation per year (first three years)\*
- ! 20 days paid vacation per year (after three years)\*
- ! 26 days paid vacation per year (after fifteen years)\*
- ! 13 sick days per year\*
- ! 10 paid holidays
- ! Medical coverage from a wide variety of plans
- ! Life insurance
- ! Long-term disability insurance
- ! Long-term care insurance
- ! Thrift Savings Plan (equivalent to a 401K plan)
- ! Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- ! Participation in the Federal Employees Retirement System
- ! Partial commutation allowance, if eligible, and/or available.

\* denotes earned and accrued leave definition

**INFORMATION FOR APPLICANTS:**

Submit a cover letter, résumé, salary history and requirement to:

Emma Fernandez-Regan, Human Resources Manager  
United States District Court  
402 East State Street, Room 2020  
Trenton, NJ 08608  
Attn: Announcement No. 2006-16(T)  
E-mail: [NJD3-HumanRes@njd.uscourts.gov](mailto:NJD3-HumanRes@njd.uscourts.gov)  
(Send files in WordPerfect or text only format.)

Only qualified applicants will be considered for this position. Only applicants selected for an interview will be contacted. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Management may cancel or close this announcement at any time. Therefore, it is recommended that applications be submitted as soon as possible.

**General Information**

Federal employees are subject to a mandatory electronic direct deposit of salary payment. The appointee is also subject to a six-month probationary period. All Court employees are covered under the “At Will” employment provision and therefore, the appointee/position may be terminated/abolished at any time.

Management may temporarily or permanently transfer an employee to another courthouse within the United States District Court for the District of New Jersey, as needed or necessary.

Applicant must be a U.S. citizen or eligible to work in the United States.

**Background Check and Investigation**

As a condition of employment, background checks and investigations are mandatory for all new employees who are appointed to positions in the Federal Court. The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprinting and other possible investigation, together with professional reference checks. An individual appointed to a position in the District Court will be hired provisionally pending the result of the necessary background check, investigation and professional reference checks. The removal of “provisional status” does not affect any aspect of the employment relationship including the “At Will” employment status of a Court employee.

---

**[Visit our website at www.njd.uscourts.gov](http://www.njd.uscourts.gov)**

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY  
IS AN EQUAL OPPORTUNITY EMPLOYER